POST Requirements Management Process Action Team (PAT) Meeting for POST Phase 1

November 1, 2001
Natomas Park Conference Room 3
1:00pm – 2:00pm

1 MINUTES (DECISIONS FROM THE 1 NOV 01 MEETING)

Regulars	Representing	Present
Mary Watson	CMIPS	Yes
Mia James	CWS/CMS	Yes
Mark Wong	EBT	Yes
Arlene Mendibles	SAWS	No
Dave Sakauye	SFIS	Yes
Melanie Coupe	SFIS	Yes
Craig Tueller	PM Stds	Yes
Laura Okawa	PM Stds	Yes

Meeting Visitors	Representing

Questions related to this PAT should be directed to **Laura @ 263-4120 or email:** lokawa@sid.hhsdc.ca.gov. Also refer to the Best Practices website (http://bpweb or http://www.bestpractices.cahwnet.gov; note that the former is more current than the latter).

1.1 The PAT schedule was confirmed.

Requirements Management PAT for POST Phase 1			
Mtg	**PAT Focus**	**Date**	**Status**
#1	Kickoff Meeting (Introductions, terms, objectives)	25 Oct 01	✓ Completed
#2	General Processes, Terms and Definitions	1 Nov 01	✓ Completed
#3	Discuss Requirements and Tool Features	15 Nov 01	
#4	Discuss Recommendations	29 Nov 01	
#5	Wrap up (optional)	6 Dec 01	

Note: This PAT will not specifically focus on Requirements Development and Definition, but assumes that the requirements have already been identified and documented. Another PAT will address Requirements Development at a later date.

1.2 The Requirements Management Process was broken down into two pieces. Requirements Development encompasses the identification, validation and initial baselining of requirements. This is usually followed by the publishing of the requirements in an RFP and a subsequent re-baselining of requirements, due to comments and clarifications during reviews.

Requirements Maintenance (the focus of this PAT) is the process of managing requirements after the baseline has been established, the data entered into a tool, and usually after contract award. There are two elements to requirements maintenance: interfacing with the change control process for requirements changes and managing traceability. Usually the QA and/or IV&V group is responsible for managing traceability for the project.

1.3 The Requirements Management Process must work closely with the Change Control Process. Usually anyone (Sponsor, Stakeholder, User, Project Staff) can propose a change to the requirements, however it is important that these groups understand the possible impacts of a requirements change, such as impacts to the project schedule, cost and re-work (due to document updates). In many cases (especially in the M&O world), new requirements from the users may mean giving up other planned changes due to limited funds. When planning and budgeting for future years, the project must try to predict and request sufficient funds for changes and money for the contractor to perform analysis of proposed changes. Projects are encouraged to include their stakeholders in long-term planning sessions.

Another consideration when budgeting for change requests is amount of vendor involvement in the change request analysis and how soon to involve the vendor. If there is limited money for vendor participation, the project may elect to review and approve requirements change requests without vendor participation, and then to have the vendor perform the analysis, design and costing. After the design and costs have been approved, the project may prioritize the implementation based on available funds and schedule. If the project knows that there are pending requirements, it may be prudent to build into the contract a specific dollar amount for change request analysis.

The Requirements Manager/Engineer (RM/E) should receive copies of all change requests, and should query the requirements tool to identify affected areas (if the requirements already exist), or possible related areas (if the requirements are new) based on affected functionality. The RM/E should analyze the affected requirements to determine if other requirements or other system areas (based on the requirements) may be affected. The results of the analysis should be forwarded to the change request analyst for inclusion in their reports. The RM/E may attend the Configuration/Change Control Board (CCB) meeting, or may simply receive the outputs and decisions from the Board.

If a large number of changes are proposed or the impact to the system is significant, the CCB should also consider whether to re-baseline the requirements. Some of the considerations for re-baselining include:

- Cost of changes
- Scope of changes
- Number of affected areas
- Impacts to the schedule

1.4 In most cases the RM/E is included in reviews of the contractor work products (design, code, test). The RM/E should review the traceability information provided by the vendor with the work product, and may enter the information to the tool (or a working area of the tool). This allows the RM/E to run reports on traceability and to identify holes or problems with traceability prior to work product approval. If errors in traceability are found after the work product has been approved, the problems should be addressed through a change request or issue/action (depending on the type of work product).

1.5 Most projects are tracing to the following work products:

- Requirements Statement
- Design Document Section/Paragraph Number (General System Design and Detailed System Design, if both are delivered)
- Code Module/Function (if custom software is being delivered)
- System Test Procedure/Script
- Acceptance Test Procedure/Script

If the project staff will be maintaining the custom software, then traceability may also be required to the unit and integration/module test procedures/scripts as well.

1.6 The terms and definitions were reviewed. An example will be added to the requirements tag definition and bi-directional traceability will be clarified.

2 AGENDA FOR THE 15 NOV 01 MEETING

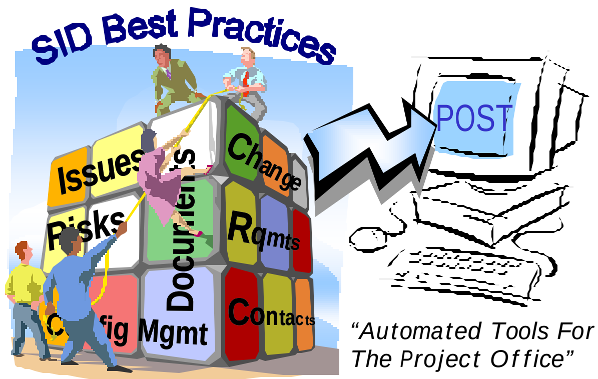
2.1 Discuss the features for an automated tool (refer to 25 October minutes). Laura will try to send out a consolidated list prior to the next meeting.

2.2 Discuss the reports, fields and functions you currently use in your requirements tools. Please bring any sample reports or examples of forms that you are currently using.

2.3 Laura will arrange for a demo of Requisite Pro for either the next meeting (15^{th}) or the following meeting (29^{th}). An updated meeting notice will be distributed for the demo so that additional project staff may attend.

2.4 Your assignment is to review the BP web site section on Requirements Management and identify any areas for correction, clarification or discussion. (The Requirements Management area is accessed from the Life Cycle Processes link on the left navigation bar. Then select the Requirements Management Supporting process from the second row.)

POST Process Action Team (PAT)
Requirements Management
Phase 1
1 Nov 2001



"Automated Tools For The Project Office"

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Project Office Support Tool (POST) Strategy

- Purpose of this PAT
  - Identify the generic process for requirements management
  - Identify common terms and definitions
  - Identify the key requirements and features needed for an automated tool
  - Identify current tools in use among SID Projects

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Phase 1

POST PAT Meetings

- ***Requirements Management*** (weekly)
  - 10/25/01 Meeting #1 Process/Definitions
  - 11/01/01 Meeting #2 Process/Definitions
  - 11/15/01 Meeting #3 Requirements
  - 11/29/01 Meeting #4 Features
  - 12/06/01 Meeting #5 Recommendations (opt)

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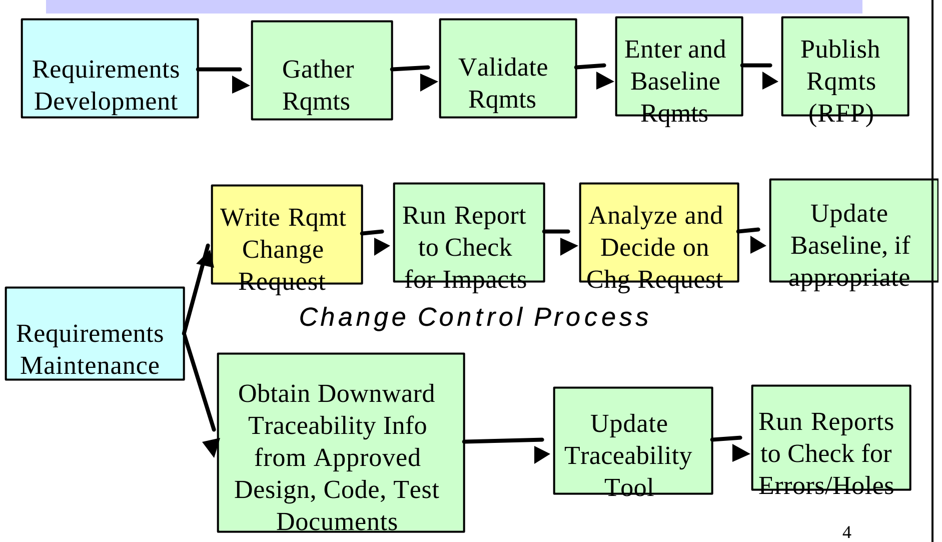
Requirements Mgmt Process



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Requirements Terms/Definitions

- Baseline
  - A specification that has been formally reviewed and agreed upon, that thereafter serves as the basis for further development, and can be changed only through formal change control procedures.
- Requirement
  - A condition or capability needed by a user to solve a problem or achieve an objective.
- Requirements Management
  - The process of controlling the content and scope of a system through its requirements. Includes creation and managing of the baseline, change and version control, and traceability of requirements to source documents and work products where the requirements are implemented

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Requirements Terms/Definitions

- Requirements Tags
  - An identifier for a requirement that assists with categorizing and linking related requirements (e.g.,)
- Source
  - The document or organization which established a requirement, such as legislation, regulation, policy, or user request
- Traceability
  - Relationship established between two or more products of the development process, especially having the predecessor-successor or master-subordinate relationship (e.g., legislation to requirement, and report to report fields)

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Next Meeting

- Review website Requirements Mgmt
  - http://bpweb
- Provide comments on features of a requirements tool
  - Refer to features from first handout (25 Oct 01)
  - Bring samples of existing reports, fields that are used

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